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FAMILY INDEPENDENCE AGENCY  
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW  
DIRECTOR

September 27, 2004

**CHILD PLACING AGENCY LETTER 2004-01**

**TO:** Child Placing Agencies and Family Courts that Certify Foster Homes

**SUBJECT:**

- New Procedures for Renewal of Foster Home Licenses

**EFFECTIVE DATE: Immediately**

## NEW PROCEDURES FOR RENEWAL OF FOSTER HOME LICENSES

On August 6, 2004, edits were put into the SWSS FAJ system to stop payments to foster homes with expired licenses. During the most recent Title IVE audit by Health and Human Services (HHS), FIA was cited for making payments to foster homes for time periods after the license expired. In those cases, the certifying child placing agency had not obtained a timely application for renewal.

Title IVE requires “full licensure or approval of all foster family homes to assure that the State’s licensure or approval standards, including those that protect the health and safety of children, are applied to all foster homes that care for children. If a foster family home is placed on probation due to lack of compliance with a licensing or approval standard, the State may not claim FFP for foster care maintenance payments during the time that the foster home does not comply with the standards...” (Federal Child Welfare Policy Manual, October 29, 2003).

When a license is not renewed in a timely manner, there is no way to assure that the licensee has met the standards set forth in the Licensing Rules for Foster Family Homes and Foster Family Group Homes.

Currently, child placing agencies send the Children’s Foster Home Licensing Transaction Record (OCAL 3706) to the Office of Children and Adult Licensing (OCAL) upon completion of the foster home renewal process. In order for OCAL to record a timely renewal date, the Children’s Foster Home License Application (OCAL 3889) must also be submitted with the 3706. The date on the 3889 will be used as the foster home renewal date. According to Rule 400.12306 (3) in the Licensing Rules for Child Placing Agencies *An agency shall document that the licensee has been given an application for renewal of the license not less than 30 calendar days before the expiration date of the license.* This procedure should assure that there will be no gap between the foster home license expiration date and renewal date.

Upon receipt of this letter please begin sending the OCAL 3889 along with the OCAL 3707. After October 31, 2004 this office will return any foster home renewal packet that does not include both the OCAL 3889 and 3706.

**NOTE:** R400.12313 (6) states, “An agency shall complete a reevaluation and shall make a licensing recommendation before the expiration date of the foster home license.” The requirements of this rule have not changed. The certifying agency is in violation of this rule if they do not complete the entire renewal process prior to recommending renewal of a foster home license.

If there are questions regarding this letter, please contact Patricia Riviera, Child Foster Home Licensing Consultant, at (517) 241-0979.

Sincerely,

James B. Gale, Director  
Office of Children and Adult Licensing